

Director of Environmental Inspection Services
Operations Officer IV
\$69,600-\$111,300

The **Baltimore City Health Department's Bureau of Environmental Health (EH)** is seeking a self-motivated, enthusiastic candidate to fill the position of Division Chief II. The selected candidate will direct the Bureau's Environmental Inspection Services (EIS) program, overseeing the Food Control, Ecology & Institutional Services and Plan Review sections. The selected candidate will supervise four Environmental Health Supervisors and will report directly to the Assistant Commissioner of Environmental Health.

POSITION SUMMARY

Baltimore City Health Department EIS Program serves several important functions:

- Protect the public health, safety, and welfare of the citizens and constituents of Baltimore City.
- Enforce Baltimore City and State of Maryland laws and regulations for food service facilities, swimming pools and spas, tattoo establishments, and waste haulers.
- Enforce regulations for nuisance control including but not limited to odor, noise, and mosquitoes.
- Provide education on food safety and environmental health issues.

The Director is responsible for organizing, managing and supervising all aspects of EIS operations, directing and development of a strategic plan for EIS to include Food Control, Ecology and Institutional Services, Plan Review and Lead Inspections. The Director must work collaboratively with other City agencies and programs within the Health Department and must fulfill requests of the Mayor's Office, City Council and constituents.

MINIMUM QUALIFICATIONS

A bachelor's degree in the environmental, biological, chemical, or physical sciences or Juris Doctorate with a concentration in environmental law from an accredited college or university.

Five years of experience in environmental health investigation or health program administration, including two years of such supervisory responsibilities as disciplining, evaluating the performance of and recommending the hiring, firing and promoting of others is required.

An equivalent combination of education and experience may be considered.

DUTIES AND RESPONSIBILITIES

Program Development and Administration

- Planning and directing the preparation of statistical reports on a bi-weekly, quarterly and yearly schedule.
- Directing and monitoring the Environmental Inspection Services database.
- Developing standards and procedures to enforce Health Codes in the areas of noise, odor, waste haulers, tattoo facilities, food services and swimming pools.

- Directing the administration and enforcement of environmental health laws and regulations.
- Supervising the complaint system to ensure timely investigation and resolution of citizen complaints.
- Coordinating environmental health activities of the Health Department with related activities of other agencies such as the Departments of Police, Fire and Public Works and the Board of Municipal and Zoning Appeals.
- Conducting conferences, hearings and recommending prosecution of violators of the health code.
- Revise existing programs and services and develop new programs and services to meet changing demands.
- Participate in interagency and multiagency teams formed to develop programs, policies and solutions to specific problems.
- Direct and administer the programs activities, including but not limited to, collecting and analyzing program and performance indicators.
- Direct through subordinate supervisors, the administration of such programs including, but not limited to food safety and environmental health, address weaknesses and remedy through appropriate training.
- Maintain a working knowledge of significant developments and trends in the environmental health fields.

Communications

- Attending meetings for public and professional groups to promote environmental health programs and to gain support for health programs from stakeholders.
- Represent the Baltimore City Health Department at legislative hearings, community meetings, the Environmental Control Board, and the Local Environmental Health Director meetings.
- Provide direction and technical advice and assistance to City agencies, community groups, and the general public.
- Model respect for all opinions, demonstrating a strong receptiveness to new ideas.

Staff Management and Development

- Directing the operations of the program by assigning, reviewing and evaluating the work of EH Supervisors.
- Evaluating all EIS staff by approving/denying leave, conducting or reviewing performance evaluations.
- Be responsible for overseeing the recruitment, employment, direction, management and release of all personnel.
- Supervising and monitoring the training and professional development of staff to increase efficiency in the field and proficiency in the use of technology.
- Develop and implement initiatives intended to change and improve employees' provision of service to and interaction with the public.
- Communicate agency policy and philosophy concerning provision of service and relationship with the public to agency employees.
- Meet with union representatives regarding contractual obligations, union grievances, and staff accountability.

Budget and Finance

- Assisting in the development of program budget and financial reports.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of environmental health sciences and the principles and objectives of public health and the ability to administer an environmental health program.
- Knowledge of the laws, regulations and codes as they apply to environmental investigations.

Please submit resume with cover letter by **Friday, July 15, 2016** to:

Mary Beth Haller
Baltimore City Health Department
1001 E. Fayette St.
Baltimore, MD 21202

-or-

Marybeth.haller@baltimorecity.gov

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